

# Attachment 9 - Past Performance Summary

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Sacramento Suburban Water District (SSWD) has successfully managed and/or administered grant funds. SSWD has received several grants within the past five years; some of which were applied for and managed by the Regional Water Authority (RWA), a joint powers authority of which SSWD is a member. However, two of the grants to be discussed here were managed and/or administered by SSWD. The two grants which fall under these criteria include a Challenge Grant from the U.S. Bureau of Reclamation, and an AB 303 Grant from the Department of Water Resources.

The Challenge Grant was used to accelerate water meter installations within several water districts in the Sacramento area. The grant was awarded on September 28, 2009, and completed on December 31, 2010. The project was completed within the budget and exceeded the meter installation goal of 9,743 meters to 12,009 meters. Attachment A provides background and proof of successful grant management of the Challenge Grant.

The AB 303 Grant was used to construct several monitoring wells within the District's boundary. This grant was awarded on June 1, 2005, and completed on May 15, 2007. Due to the age of this project, some of the records are incomplete. However, this project was also completed below budget and within the allotted timeframe. See Attachment B contains three sets of SSWD Board minutes that document that the project was completed

## **Attachment A**

### **Bureau of Reclamation Proof of Grant Completion**

The USBR indicates that the grant agreement has been successfully completed on page 3 of this attachment.

A#9

**Melissa Lancaster**

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**From:** John Valdes  
**Sent:** Friday, July 06, 2012 2:36 PM  
**To:** Melissa Lancaster  
**Subject:** FW: Challenge Grant Records  
**Attachments:** SC36012070614220.pdf

Missy—  
Here is what I received from Rob Swartz/RWA.  
Thanks.  
John

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**From:** Rob Swartz [<mailto:rswartz@rwah2o.org>]  
**Sent:** Friday, July 06, 2012 2:31 PM  
**To:** John Valdes  
**Subject:** RE: Challenge Grant Records

Hi John,

The documentation that I received to close out the agreement is a little odd (see attached). The second page confirms that the project was successfully completed.

You can state that we actually exceeded our goal. The contract called for installing 9,743 meters. We were able to 12,009 meters under the project.

Rob

*Robert J. Swartz, PG, CHG*  
Regional Water Authority  
Sacramento Groundwater Authority  
5620 Birdcage Street, Suite 180  
Citrus Heights, CA 95610  
(916) 967-7692  
(916) 967-7322 Fax

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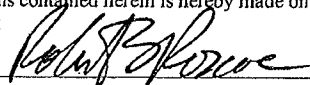
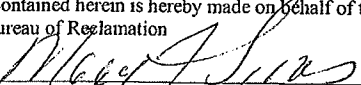
**From:** John Valdes [<mailto:jvaldes@sswd.org>]  
**Sent:** Friday, July 06, 2012 2:21 PM  
**To:** Rob Swartz  
**Subject:** Challenge Grant Records

Rob—  
As you know, we are preparing a Local GW Assistance Grant application. Attachment 9 deals with past performance. RWA was the grantee for the Federal "Challenge Grant" but we helped to administer the grant so I was hoping to use it to show past performance. Is it possible you might have some documentation that you could provide us to demonstrate successful performance? Specifically, we are interested in documents that show projects were completed within the time allotted and within the budget. Such documents would include audits, performance evaluations, final reports, e-mail, letters, etc. If you could send us any information that might be helpful it would be greatly appreciated.  
Thanks for your help.

*John E. Valdes, P.E. • Engineering Manager - CIP*

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF RECLAMATION  
ASSISTANCE AGREEMENT

Page 1 of 2

1A. AGREEMENT NUMBER R09AP20R23		1B. MOD NUMBER 002		2. TYPE OF AGREEMENT <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT		3. CLASS OF RECIPIENT Special District			
4. ISSUING OFFICE (NAME, ADDRESS) U.S. Department of the Interior Bureau of Reclamation Mid-Pacific Region 2800 Cottage Way, Room E-1815 Sacramento, California 95825-1898 DUNS: 098865801/ EIN: 84-1024566				5. RECIPIENT (NAME, ADDRESS, TELEPHONE) Sacramento Suburban Water District 3701 Marconi Ave, Suite 100 Sacramento, California 95821-5346					
				EIN/TIN #:		80002258		County Sacramento	
				DUNS #:		798624201		Congress. Dist: CA-001	
6. ADMINISTRATIVE POINT OF CONTACT (NAME, ADDRESS, TELEPHONE, E-MAIL) Mary Sims, MP-3833 Phone (916) 978-5564 U.S. Department of the Interior Fax: (916) 978-5182 Bureau of Reclamation 2800 Cottage Way, Room E-1815 Sacramento, California 95825-1898 Email: msims@usbr.gov				7. RECIPIENT PROJECT MANAGER (NAME, ADDRESS, TELEPHONE, E-MAIL) Mr. Rob Swartz Phone: (916)-967-7692 Sacramento Suburban Water District 3701 Marconi Ave, Suite 100 Sacramento, California 95821-5346 Email: rswartz@rwah2o.org					
8. GRANTS OFFICER TECHNICAL REPRESENTATIVE (NAME, ADDRESS, TELEPHONE, E-MAIL) Ms. Melissa Harris Phone: 916-989-7265 Central California Area Office 7794 Folsom Dam Road Folsom, California 95630 Email: mharris@usbr.gov				9A. INITIAL AGREEMENT EFFECTIVE DATE: September 28, 2009		9B. MODIFICATION EFFECTIVE DATE: See block 17.a			
				10. COMPLETION DATE December 31, 2010					
11. PROGRAM STATUTORY AUTHORITY Omnibus Public Land Management Act of 2009, Title IX - Bureau of Reclamation Authorizations, Subtitle F - Secure Water, Section 9504, Public Law 111-11, 42 USC 10364 (a)(1)(B) - to increase water use efficiency, and Section I. paragraph 7.7 Modifications, of the Agreement						CFDA: 15.507			
12. FUNDING INFORMATION		RECIPIENT/OTHER		RECLAMATION		13. REQUISITION NUMBER 12243000007			
Total Estimated Amount of Agreement		\$7,500,000.00		\$5,000,000.00		14A. ACCOUNTING AND APPROPRIATION DATA 121 1968 2009 SSW CA 0 0 2430000 411G			
This Obligation		\$0.00		\$0.00		14B. TREASURY ACCOUNT FUNDING SYMBOL 14X0681			
Previous Obligation		\$7,500,000.00		\$4,949,000.00					
Total Obligation		\$7,500,000.00		\$4,949,000.00					
Cost-Share %		60%		40%					
15. PROJECT TITLE AND BRIEF SUMMARY OF PURPOSE AND OBJECTIVES OF PROJECT A. <b>TITLE:</b> Sacramento Regional Water Meter Installation Acceleration Project - installation of 9,743 meters in which 1,453 acre feet per year of water conserved will be made available for banking. (Continued on page 2)									
16a. Acceptance of this Assistance Agreement in accordance with the terms and conditions contained herein is hereby made on behalf of the above-named recipient BY:  DATE: 2/22/12				17a. Award of this Assistance Agreement in accordance with the terms and conditions contained herein is hereby made on behalf of the United States of America, Bureau of Reclamation BY:  DATE: FEB 28 2012					
16b. NAME, TITLE, AND TELEPHONE NUMBER OF SIGNER Robert Roscoe General Manager 416 972-7171				17b. NAME OF GRANTS OFFICER Mary F. Sims					

☐ Additional signatures are attached

DOCUMENTS INCORPORATED HEREIN BY REFERENCE:

**B. PURPOSE:** The purpose of this modification is to close out agreement.

**C. DESCRIPTION:** This modification closes out the agreement in its entirety. Project has been completed.

**D. ADJUSTMENT OF AGREEMENT AMOUNT:** The total estimated amount of the agreement remains unchanged at \$5,000,000.00.

**E. NOTICE IN CHANGE IN FUNDS OBLIGATED:** The total amount of funding obligated remains unchanged at \$4,949,000.00.

**F. ADJUSTMENT IN AGREEMENT TIME:** The period of performance remains unchanged September 28, 2009 through December 31, 2010.

## **Attachment B**

### **Proof of Completion of AB 303 Grant**

Attachment B consists of three sets of SSWD Board minute records.

**First Minute Record:** In the first minute record, the AB303 grant is discussed under item 10. Michael Floyd, of DWR is quoted indicating that the final billing has been approved for the project and that he will field inspect the project.

**Second Minute Record:** In the second minute record, the AB303 grant is discussed under item 11. Mr. Floyd made his inspection and looked at the well and transducers installed, and believes that SSWD has satisfied the scope of work and agreed to the release of the retention on the grant.

**Third Minute Record:** In the third minute record, the AB303 grant is discussed under item 11. SSWD received payment including retention from DWR for the District's AB303 grant, indicating full successful completion of the project.



## **Agenda Item: 19**

**Date:** April 16, 2008

**Subject:** Miscellaneous District Issues – General Manager’s Report

**Staff Contact:** Robert Roscoe, General Manager

### **1. Median Strip Irrigation Issues**

In response to the discussion on the median strip irrigation issues during the March 17, 2008 Sacramento Suburban Water District Board Meeting, staff spoke with Bret Krieger, Associate Landscape Architect at the County of Sacramento Department of Transportation on March 20, 2008. Mr. Krieger was very appreciative of the call and stated that he would contact his landscape contractors and have them investigate all of the County median strips for water waste/leaks. Mr. Krieger stated that he would personally see that the new Watt Avenue median strips are investigated for water waste/leaks.

Staff informed Mr. Krieger these median strips were not equipped with the appropriate irrigation for the location and that the landscape contractors needed to adjust the irrigation timers for multiple start times and reduce the length of run times.

Mr. Krieger provided contact information for the California Landscape Associates (CLA), contractors responsible for the areas of concern. This contact information will be used for after hour issues or at times when Mr. Krieger is not available. Mr. Krieger also agreed that SSWD staff should shut the service off if the leak is severe and causing a safety issue. This information was relayed to Field Operation Department staff and CLA’s contact information was added to the District’s On-Call Technician’s briefcase.

Staff is in the process of contacting City of Sacramento and City of Citrus Heights staff to discuss the same issue.

### **2. Return to Regular Monitoring – Wells #N30, #41, #72**

The District had previously placed three (3) wells on quarterly monitoring due to exceeding the Maximum Contaminant Level (MCL) for particular constituents. Listed below is information regarding each specific well:

Well #N30 - On August 16, 2006, District staff collected an iron sample from Well #N30 that exceeded the secondary MCL. The secondary MCL for iron is 300 µg/L and is based on aesthetic concerns with discoloration and is not a health-based number. The subject sample was 1500 µg/L. Upon receiving the iron sample result, the District notified Department of Public Health (DPH) and placed the well on quarterly monitoring.

Well #41 - On September 11, 2006, District staff collected an odor sample from Well #41 that exceeded the MCL. The MCL for odor is 3 TON (threshold odor number). The subject sample was 4 TON. Upon receiving the odor sample result, the District notified Department of Public Health (DPH) and placed the well on quarterly monitoring.

Well #72 - On September 18, 2006, District staff collected an odor sample from Well #72 that exceeded the MCL. The MCL for odor is 3 TON. The subject sample was 4 TON. Upon receiving the odor sample result, the District notified DPH and placed the well on quarterly monitoring.

Upon completion of collecting four (4) consecutive quarters of monitoring for each of the above mentioned constituents at each of the wells, all sample results were below the MCL. On February 20, 2008, District staff submitted a written request to DPH to return to regular monitoring at these locations. On April 7, 2008, DPH granted the request. The subject wells are currently on the regular monitoring program.

**3. Facility Consolidation and Needs Assessment**

The consultant team has completed Phase I of the Facility Consolidation Study and a draft report has been prepared. After developing an estimate acreage need of 3.8 acres, the real estate consultant, Mr. Steve Long of Overland, Pacific & Cutler, investigated a total of 66 potential sites and physically visited 16 of them. Seven of the sites were considered more promising than the others but only two of the sites meet all of the District's critical site criteria. The findings in the draft report were presented to the Facilities and Operations Committee at a meeting on April 9, 2008.

**4. Marconi Avenue Office Remodeling and Building Permit**

Final constructions drawings have been prepared by the District's architect, CH&D Architects. These drawings have been distributed to the general contractor, Spanda Industrial, who has moved ahead with obtaining design/build bids from electrical, mechanical and plumbing contractors. The electrical, mechanical and plumbing contractors will also be preparing more detailed drawings to be included in a complete package of drawings to be submitted to the County of Sacramento Building Dept. to obtain a building permit for the project. The completion of the electrical, mechanical and plumbing drawings and acquiring a building permit may take on the order of 2 to 3 months.

**5. Water Master Plan Update**

An amount of \$325,000 is included in the District's approved CY 2008 budget for a Water Master Plan Update. A total of eight Statement of Qualifications (SOQ's) were received as of the March 21<sup>st</sup> deadline for submittals. Staff was very pleased with the quality of the SOQ's that were submitted for this project. The selection team of John Valdes, Ed Formosa, Warren Jung and Dave Jones reviewed and ranked the SOQ's in accordance with the published criteria. Two firms were ranked significantly higher than the other six. After



consultation with General Manager Rob Roscoe, a decision was made to short-list the top two ranked firms and to ask them to submit a formal Proposal for the project.

The next step will be to finalize and distribute the Request for Proposals (RFP) to the two short-listed firms. The RFP will outline the steps and the process to be followed by the District in selecting a firm to prepare the Water Master Plan Update. Included in this process will be a Pre-Proposal Meeting. To be fair to both firms, this pre-proposal meeting will be the only opportunity for them to obtain any additional information and to ask questions about the project.

**6. Energy Management Study**

Site visits to 15 well sites identified as being good candidates for energy cost savings were conducted on March 6 and 13, 2008. The site visits were conducted by John Valdes, Production Superintendent Jim Arenz and two representatives from our energy management consultant, HDR Engineering.

HDR has a building energy efficiency expert that is scheduled to conduct energy audits at the Marconi Administration Building and the Walnut Corporation Yard on April 9, 2008.

**7. 2008 Water Meter Retrofit Project**

During the month of March, 92 services were retrofits with meters. Out of the 92 services one new water service was replaced. To date 11% of the contract has been completed to date. Staff has been informed that one area in the South Service Area were found to be constructed of 1 ½-inch plastic service lines in the street. The services were found to be both the long and short side service lines. These will be replaced once GM Construction completes retrofitting the front yard services that met District specifications. Currently the contract remains on schedule. To date \$84,337.00 or 7% of the CY2008 Meter Retrofit funds have been spent.

**8. McClellan Park Project**

The following projects are under review and/or under construction at McCBP.

During March the status of previous projects includes:

- ❖ Granite Construction is 90% complete with their portion of the sewer project at McClellan Park.
- ❖ Teichert Construction remains work on another phase of the sewer system replacement. The work also included the replacement of approximately 120 feet of existing water main that cross diagonally over a sewer line that required removal. Staff was able to isolate the water line while Teichert removed the water and sewer. A new water line was placed in the same location after the sewer was removed and replaced. Included with the new water line was the replacement of existing metered water service and upgrade of a fire service.
- ❖ No progress on receiving the dig permits for Buildings 632, 642, 1043, 1093 and 1445. The delay of the permits is due to the retirement of the person that reviews

and issues the permits. The Air Force has brought in another person that performs the permitting; however until that person is up to speed on the process, the permits will continue to stack up.

- ❖ The local fire department has determined that this building does not require an addition fire service.
- ❖ Building 475 – east side. The relocation of the fire services, water services and fire hydrant has been completed.
- ❖ Building 637 – No activity during March. The only work being completed is the interior design of the building and the design of the proposed separate power plant for standby power for the building.
- ❖ Building 783 J-Bay to S-Bay – The rail system has been extended from J-Bay to the end of S-Bay. McClellan Park's contractor is waiting for the final release of the dig permit to begin relocating the existing water line. The dig permit is delayed due to a portion of the area is contaminated. There is no activity during March, as the Air Force has not release the dig permit for this project.
- ❖ Building 783 A-Bay to J-Bay – The developer is working on the interior design and remodel. Staff has received a request for a new 4-inch water service for the proposed development. The developer has also stated that the existing fire services and domestic services to the bays would be used.
- ❖ Building 684 – No activity on the dig permit.

## **9. Real Property Transfers – Capehart Well Sites**

Capehart Well 1C – The County of Sacramento has ownership of this parcel. The County's real estate division has prepared a quitclaim deed to transfer the well site from the County to the District. The draft version has been provided to County Counsel for review. The language in the quitclaim contains language discussing the air force's non-liability of any found contaminants that may existing near the former old gas station at the northeast corner of Navaho Drive and Aztec Way. Air Force has recently provided the County with a Covenant Release to remove this language from the quitclaim. County Counsel is currently working on this portion. County real estate expects to deliver the quitclaim deed to the District sometime in the next four weeks.

Capehart Well 2C – McClellan Park is the owner of this property. McClellan Park is working on the same type of quitclaim deed to transfer the well site from McClellan Park to the District. Hopefully this will be ready by the time the County completes their quitclaim deed.

Capehart Well 3C – This property is owned by Carmel Partners. Staff is in direct contact with Carmel. Staff has provided the correct documents to Carmel for execution. Once the District receives the executed grant deed and access easement, Staff will execute a quitclaim deed to transfer the old access easement back to Carmel Partners.

**10. AB 303 Grant**

Staff has received an email from Michael Floyd, Department of Water Resources. Mr. Floyd informed Staff that the review of the final report for the 2007 AB303 Grant is completed and the final billing has been approved and released for payment. Accordingly payment is expected within a few weeks. Mr. Floyd will be contacting the District in the next two weeks to set up a field visit to look at the work that was completed to authorize release of retention payment.

**11. Integrated Regional Water Master Plan (IRWMP)**

The March meeting was scheduled on March 12<sup>th</sup> at the RWA offices. An agenda was provided by RWA. A summary of the meeting follows:

IWRMP Program Budget – A handout was provided by RWA summarizing the budget for the IWRMP. The received credits minus debits leave to date a balance of approximately \$135,600.00.

Continued Discussion of Plan for 2008 IRWMP Update – MWH presented a schedule and proposed 2008 budget for the 2008 IRWMP update. The schedule provides a timeline of what will be performed and completed within a period of time. The cost tables present cost associated with each task in the schedule and where the funds originate. Funding is from three sources, Corp Contract, remaining moneys from the Prop 50 Planning Grant and the SCWA Contract. Funds from the Corp and Prop 50 will be used first prior to using the SCWA moneys as these moneys must be used before the end of 2008.

**12. Prop 50 Implementation Grant**

The March meeting was scheduled on March 12<sup>th</sup> at the RWA offices. An agenda was provided by RWA. A summary of the meeting follows:

Prop 50 Implementation Grant Program Budget – A handout was provided by RWA summarizing the budget for the Prop 50 Grant. Received credits minus debits for the month leaves a balance of approximately \$39,000.00.

Review Prop 50 Grant Consultation Selection Committee – This item was to approve the committee's recommendation to award a master services agreement and task order to Peterson Brustad, Inc (PBI) for managing the Department of Water Resources Prop 50 Grant. A five-member review committee consisting of the RWA and members of RWA selected PBI. The member's present approved PBI and instructed RWA to negotiate the cost for the first year.

**13. Bureau Payment Reconciliation**

Staff prepared a monthly cost summary table for the 2005-2006, 2006-2007 and 2007-2008 contract years. The tables showed the dates and amounts when funds were provided to the Bureau and the quantity of water taken each month and cost. Each year reconciliation showed either what the Bureau was underpaid for that year or what the Bureau overpaid for

that year. Per Staff's calculation the District overpaid the Bureau all three years. The total amount overpaid is calculated at \$214,611.33. (2005-2006 - \$19,543.24, 2006-2007 - \$20,081.25 and 2007-2008 - \$174,986.84) Contact was made through the following Bureau representatives, Tina Galsper, Marty Kaiser, Mario Manzo and finally Lucille Billingsley. Ms. Billingsley is at the Folsom Office and is the person who took over for Kelli McGriff. Ms. McGriff had previously provided Staff with excellent assistance in dealing with renewal contracts. Ms. Billingsley stated she would look into the billings, verifies the dates and amounts and would inform the District of the process for reimbursement.

On March 13, 2008 Staff received a call from Ms. Billingsley. Ms. Billingsley informed Staff that the accounting department is currently reconciling all accounts from 1986 to present and that she has discussed the District's request for refund of the last three contract year's overpayment with the department. Ms. Billingsley stated the accounting department would postpone all other work and proceed to reconcile the District's last three year's contract.

#### **14. Verner Avenue Production/ASR Well Design and Construction**

Staff met with L&S on April 1<sup>st</sup> to review 50% plans for the proposed Verner Pump Station. 50% plans showed the layout including infrastructure, treatment and pump station sitting and Verner Avenue road improvements. In addition Staff and L&S met with the City of Citrus Heights Staff. The 50% plans, together with the arborist report with map, were provided to the City. The City appeared very happy with the early involvement for review of the plans and layout. The City requested the District provide an application for the proposed improvements, a copy of the environmental documentation with notice of determination and new revised plans that reflect exactly what was to be constructed in the environmental documents. L&S will be providing the City with the requested materials. L&S will also provide the District with an electrical layout and SMUD application for processing for power to the site. According to SMUD three-phase 480 volt is available along the section of Verner Avenue.

#### **15. Pump Maintenance**

Project status of current projects:

- ❖ Well 48, Arden / William Pond. Proposals were received on March 28<sup>th</sup> from two of three consultants. The proposals range from \$122,000 to \$142,000. Staff is currently evaluating the proposals.
- ❖ Well 34, La Cienega / Melrose. Parts have been order, the pump and motor removed and the pump shaft is currently being straightened. Water Technologies is expected to begin cleaning the well at mid April.
- ❖ Well 41, Albatross / Iris. This well is at the same stage as Well 34.
- ❖ Well 47, Copenhagen / Arden. This well is at the same stage as Well 34.
- ❖ Remote Terminal Units (RTU's) Upgrade. No update to last months report.
- ❖ Motor Control Centers for Well N9 – Cameron, Well 9 – Ravenwood / Eastern and Well 27 Melrose / Channing. The new replacement motor control panels will not

be ready for delivery until the end of April 2008. With the spring and summer months around the corner the installation of these panels are scheduled for installation in October. At least two of three sites may require work to perform on the placement of new facilities for electrical power. Of the three sites two will be installed by outside contractors and the third is to be installed by the District personnel.

- ❖ Flush to waste drains for Well N20 – Cypress, Well N29 – Merrihill and Well N31 – Barrett Meadows. These projects are on hold till fall of 2008 pending funding constraints.
- ❖ Treatment activities for Wells N12 – St. Johns, N20 – Cypress, N28 – Jamestown, N29 – Merrihill, N30 – Park Oaks and N31 – Barrett Meadows. Brown & Caldwell (B&C) is reviewing the data collected from District files to prepare the treatment process. Staff has informed B&C that the work must be completed by the end of May, as these wells are required for the summer use.
- ❖ Design and installation of sampling ports for UCMR testing and emergency showers at selected well sites including replacing existing Rubbermaid sheds currently used for chemical storage with higher security sheds for storage. Proposals have been received for this work and are awaiting approval to begin work. The completion for this work is July 2008.

#### **16. North Watt Corridor Plan**

During March Staff attended the following meetings:

March 3, 2008 – Staff attended a Freedom Park Drive Infrastructure meeting at the Sacramento County Planning Department. The meeting was called to discuss the infrastructure needs for the Freedom Park Drive area. The limits of the Freedom Park area are Freedom Park Drive from Watt Avenue west to 32<sup>nd</sup> Street, north and south approximately 800 feet on 32<sup>nd</sup> and 34<sup>th</sup> Streets. The County is proposing to apply for a State of California Housing Code Development (HCD) grant. The State of California has an Infill Grant program that could provide funding for infrastructure needs for the North Watt Corridor Project area. The grant requires a capital improvement project, plans for affordable housing and RD-20 zoning. The Freedom Park area meets these requirements. Currently the biggest deficiency in the area is the sewer system. According to CSD-1 there is no sewer system on the west side of Watt Avenue. There is a new interceptor pipe on Elkhorn Boulevard. CSD-1 was present to provide a \$2.4 million price tag for a sewer system for the Freedom Park area. Staff presented a price tag of \$2.0 million to update and improve the water system on Freedom Park and surrounding streets to provide sufficient fire flows for the proposed development plan for the area. The County will be attending a workshop on March 7, 2008 with the State HDC to receive more information on the proposed grant. Tentatively the project schedule including milestones dates are:

- |                  |                                     |
|------------------|-------------------------------------|
| ❖ March 2008     | Begin Environmental Review          |
| ❖ June 2008      | Draft Environmental Document        |
| ❖ September 2008 | Environmental Clearance (CEQA/NEPA) |

❖ March 2009	Right-of-Way Certification
❖ March 2009	Final PS & E
❖ April 2009	Authorization to Proceed / Advertise
❖ July 2009	Begin Construction
❖ June 2010	Construction Completion

March 10, 2008 – Staff attended a North Watt Corridor meeting to review information the County received at the March 7<sup>th</sup> workshop with the State HDC on the grant application. The County determined that all types of infrastructure were applicable to the grant; however no definite answers were provided by the State. By discussing with the State each line-by-line question on the application, the County determines that the proposed project met the State's requirements, but again the State would not comment on how much points would be assessed to the responses. With the deadline date being April 3<sup>rd</sup> the discussed if a responsive application be completed in time meeting the requirements of the grant application or should the County wait until the next year and work on strengthening project developments, studies and master plans to provide a better thought out project format. The County Staff will meet on March 12<sup>th</sup> to determine if the application should go forward or wait until next year.

March 12, 2008 – Staff received an email from Judy Robinson, Infill Coordinator – Principle Planner Sacramento County, with the County's decision to move forward with the proposed State HDC grant application. The decision by the County was not to pursue the grant. The reasons for not pursuing the grant were determine to be:

- ❖ Sacramento County is too urban to qualify under “rural” and too suburban to compete in an “urban” category. There is no “in-between” category of which Sacramento is. Based on the current increasing Sacramento population Sacramento may be forced into an “urban category” by the HDC standards.
- ❖ The proposed project falls significantly short of what the state is expecting, primarily in the areas of density and transit. The proposed zoning of the area is set at RD-20. In order to score points in the application the density would need to be at least RD-40. That level was not considered or investigated or discussed by the County's planning and development department. Considerable work would be necessary in order to review and study changing the density from RD-20 to at least RD-40. Changing to RD-40 also may not be acceptable to the area. Under transit the current plan calls for bus stops near the project site are a fraction of what the transit category requires. Discussion would need to take place to determine how increased transit runs and stops for the area. These two items would have provided at the most 10 points out of 40 on the application.
- ❖ Under the “Smart Growth” concept of the State grant the proposed project area should include within a ½ mile of the site: parks, schools, job centers, social service centers, and retail on a scale of a neighborhood or regional shopping mall. This is another item that needs to be investigated and further explored for the project area to align with the grant application.

The County will schedule a meeting in early April to discuss how we press forward how the needed infrastructure can be constructed for development.



## **Agenda Item: 19**

**Date:** May 14, 2008

**Subject:** Miscellaneous District Issues – General Manager’s Report

**Staff Contact:** Robert Roscoe, General Manager

### **1. SMUD Commercial Forum**

On May 1, 2008, Ed Formosa, and John Valdes attended a SMUD Commercial Forum meeting. At the forum, SMUD’s General Manager and other staff provided updates on various energy related issues, including a proposed rate adjustment initiative. The forum attendees were also asked to provide input on some proposed SMUD print advertising.

### **2. Water Master Plan Update**

On May 5, 2008, requests for proposals (RFPs) were mailed to Brown and Caldwell and West Yost Associates, the two short-listed consultants selected from the statement of qualifications process. The RFP outlines the steps and the process to be followed by the District in selecting a firm to prepare the Water Master Plan Update. Included in this process will be a pre-proposal meeting. To be fair to both firms, this pre-proposal meeting will be the only opportunity to obtain any additional information and to ask questions about the project. The pre-proposal meeting is scheduled for 1:30 pm on May 22, 2008. Proposals are due at the District office no later than 4:00 pm on June 10, 2008. It is anticipated that the consultant selection process will be completed by June 25, 2008.

### **3. Energy Management Study**

On April 9, 2008, Mr. Dev Maiti from HDR Engineering conducted an energy audit in the District’s two office buildings on Marconi Avenue and Walnut Avenue. Following the audit, Mr. Maiti prepared a list of questions and additional information necessary to complete the building energy audits. He also requested copies of the last 12 months of utility bills (electricity and gas) for both buildings. The additional requested information and utility bills were provided to Mr. Maiti who is now completing his audit findings on the two buildings.

HDR Engineering is now in the process of preparing a draft report outlining the findings of the energy management study. It is anticipated that the District will receive a draft report for review by the end of May, 2008.

### **4. Enterprise/Northrop Reservoir Project**

Following the 1-year warranty inspection conducted in November 2007, problems were noted with coatings on both the interior and exterior (roof) of the steel reservoir tank. While the interior coating repairs have been completed, it was realized at that time that



exterior repairs would have to wait until warmer and dryer weather. At that time, it was anticipated that the work would be completed in May 2008. A schedule for the exterior coating repairs has now been provided by the tank subcontractor. The coating repair work will commence on May 12, 2008, and will take approximately 1 week to complete.

**5. Beyerford Heights Main Replacement Project**

The project is on schedule and the District's contractor is nearing completion of the installation of Phase II piping. To date, a total of 11,000 feet of 8" pipe and nearly 700 feet of 12" pipe have been installed.

Staff recently received some complaints regarding meter and service line placement and other issues and has, or will meet, with each property owner to resolve the issue(s).

**6. Additional Main Replacement Information**

The District has four projects in design. Plans for the Bohemian Village #2, Phase 1 and 2 projects have been submitted to the County of Sacramento for encroachments permits. Construction packets will be available late May. Thirty percent design packets for the Terry Lynn Terrace and Park Hills Estates projects have been submitted to the District for review. The New Broadmoor Estates project is being designed in-house as time permits. The last three projects noted above are set for construction in 2009 and 2010.

**7. Aerial Imagery from Sacramento County**

The GIS/CAD Department has acquired aerial imagery from the Sacramento County GIS Department. The new program offers this aerial imagery free, as opposed to paying for this data in the past. Ken Gebert, GIS/IT Technician, is testing the data to find the best solution for efficiently using this data inside the District's GIS environment.

**8. 2008 Water Meter Retrofit Project**

During the month of April, 84 services were retrofitted with meters on the 2008 Meter Retrofit Project and 9 services were metered on a voluntary request from customers. Of the 84 services on the Meter Retrofit Project 12 existing water services were also replaced. As of May 1, 2008, 22% of the contract for the meter retrofit project has been completed (174 services retrofitted). An additional 19 service have been metered through voluntary metering. Total cost expended as of May 1, 2008 is \$181,593.00 or 12% of the total budget. Currently the contract is on schedule. To date \$157,673.00 has been expended by the CY 2008 Meter Retrofit Project.

**9. Walnut Yard Elevated Storage Tank, Clearwire Antenna Installation**

Staff received a phone call from Clearwire on April 22, 2008 with a status on the installation of the proposed antennas on the District's Walnut Yard Storage Tank. Clearwire stated due the market conditions all construction for 2008 has been put on hold. The agreement that was executed between Clearwire and the District, which takes effect on May 21, 2008, will be honored by Clearwire. Clearwire will begin paying rent in May to maintain the terms of the lease agreement and contractual obligations. Clearwire's present schedule is to begin construction of the antennas and control panel in 2009.

**10. Real Property Transfers – Capehart Well Sites**

Capehart Well 1C – The County of Sacramento has completed the transfer documents with the pertinent language required by the Air Force. The Air Force has now released a covenant over the land formerly occupied by a market and gas station at the northeast corner of Navaho Drive and Aztec Way. The release must be recorded and also be included within the language for the transfer. The County of Sacramento attempted to record the document without success. The County Recorder states that the form is not properly formatted and worded to government standards. The County has now returned the covenant release back to the Air Force for revisions. Once this is corrected the document can be recorded and added to the transfer documents, approved by the County and provided to the District. The County informed staff that they would contact the Air Force on a weekly basis until completed.

Capehart Well 2C – McClellan Park is the owner of this property. McClellan Park is working on the same type of quitclaim deed to transfer the well site from McClellan Park to the District. Hopefully this will be ready by the time the County completes their quitclaim deed.

Capehart Well 3C – This property is owned by Carmel Partners. The previous representative of Carmel Partners that staff was discussing this matter with has now left. Staff has left messages for one of the partners to check on the status of the proposed on the transfer of the property and access easement for Well 2C. After three attempts to make contact by phone, staff sent a letter on April 30<sup>th</sup> to the partner requesting status. Once the District receives the executed grant deed and access easement, staff will present the transfer documents and access easement to the Board for acceptance and request execution of the quitclaim deed to transfer the old access easement back to Carmel Partners. On May 2<sup>nd</sup> staff received a phone call from one of the partners. The partner stated he would look into this and have it resolved as quickly as possible. He also stated that he would not be able to look at it until May 20<sup>th</sup> and would return a status report to staff by May 27<sup>th</sup>.

**11. AB 303 Grant**

Mr. Mike Floyd of DWR met with staff on April 18, 2008 to make a final inspection of the work associated with the AB 303 Grant. The inspection included looking at the completed Butano/Cottage Monitoring Well, installation of transducers at the Antelope North Well and survey monuments placed at several well sites. Mr. Floyd believes the District has satisfied the scope of work according to our agreement and agreed to release the retention on the grant. Payment is expected within the next four to six weeks.

**12. Sacramento River Water Reliability Study (SRWRS)**

The April meeting was held on April 30<sup>th</sup> at the offices of Montgomery Watson Harza (MWH). An agenda was provided along with a power point presentation and a table showing responses to the Water Forums questions on the Environmental Impact Study/Environmental Impact Report (EIS/EIR).

The discussion summarized the events and meetings that were conducted by MWH with the US Fish and Wildlife Services (USFWS), discussions with the National Marine Fisheries Service (NMFS) and Reclamation. The meetings resulted in:

- ❖ NMFS Biological Assessment (BA) is ready for early consultation.
- ❖ USFWS will discuss the BA with the City of Sacramento before completing review of the BA.
- ❖ Reclamation is finalizing the Basis of Negotiation (BON) for review by headquarters in Washington.
- ❖ Briefings on the final EIS/EIR.
- ❖ Comments from the Water Forum group.
- ❖ Schedule for public release of the document. The schedule tentatively has the release of the public document on June 16<sup>th</sup>.

The rest of the meeting was a discussion over the question that the Water Forum Group provided upon review of the EIS/EIR. Fourteen questions were provided. A spreadsheet was provided showing responses to each question with reference to where the answer can be found, the policy implication and the policy responder. After review of the water forum responses, the group determine the answers were acceptable except the City would respond to one question since the question was specifically aimed at the City.

### **13. Bureau Payment Reconciliation**

Staff received an email from Ms. Yolanda Wesson of the Bureau of Reclamation accounting office. Ms. Wesson stated that the reconciliation was still in progress; however it was nearing completion. Ms. Wesson apologizes for the length of time this has taken but the analysis will be under internal review shortly with copies provided to SSWD for review by mid May.

General Manager Roscoe has been working with Acting Area Manager Rick Johnson to coordinate District payments to the Bureau for the 2008 Short Term Warren Act Contract after receipt of the rebate to the District of previous year overpayments while ensuring there will be no penalty if payment is late.

### **14. Verner Avenue Production/ASR Well Design and Construction**

On April 25<sup>th</sup> staff met with Luhdorff & Scalmanini Consulting Engineers (L&S) to review 90% plans for the proposed Verner Pump Station. The 90% plans included comments and revisions that were placed on the previous 50% plans. The plans presented finalized the layout of the site and building, specific detailing of the mechanical, treatment, chemical rooms and equipment and all other appurtenances for the pump station. L&S also provided an outline of the proposed system control through SCADA with line diagram. These items were provided the Production Department for review and comment. The next submittal will include the electrical plan sheets. The electrical was held off to the end to verify the

layout and system controls. Once the electrical plans are completed, they will be submitted to SMUD for power calculation and requirements for the on-site transformer.

## **15. Potential Interties**

*Lang Avenue/Main Avenue – McClellan Park.* The project is a building for Jackson Labs. The following events were completed in April:

- ❖ Met with representatives of the City of Sacramento to discuss a proposed intertie for emergency fire protection for a potential project within the City limits west of McClellan Park.
- ❖ The City prepared a list of “principles of agreement” based on the discussion between staff and the City.
- ❖ Staff reviewed the principles of agreements with revisions returned to the City.
- ❖ Staff met with the City to review the proposed revisions and agree to final form. The City’s legal counsel will prepare the first draft of the mutual aid assistance agreement based on the principles.
- ❖ Staff met with the City, Jackson Labs and the design engineers for Jackson Labs to finalize the design criteria for the proposed intertie, control valves, SCADA controls, pressure valve and electrical controls for the project. Time lines were discussed and project submittal schedules.
- ❖ The first submittals of plans are scheduled for May 19<sup>th</sup>.

*Eastern Avenue/Arden Way (southwest corner) – County of Sacramento.* This is a proposed intertie with the County of Sacramento to provide emergency fire flow protection to the remodel of the Raley’s store at this location. The proposed intertie will include the installation of 300+/- linear feet of 12-inch water main from the District’s existing water main on the north side of Arden Way to the proposed project site whereby a pressure control valve with post indicator valve assembly will be installed. Preliminary plans have been provided for the intertie.

## **16. Futures High School, Highlands High School and Don Julio Jr. High School**

Staff met with the Facilities Project Manager of the Grant Union High School District to discuss the metering of the Futures High School. During the meeting the Facilities Project Manager requested proposals to meter not only the Futures site but also two additional sites, Highlands High School and Don Julio Jr. High.

*Futures High School* – This site is located east of Watt Avenue and south of Don Julio Boulevard on Stephen Drive. The intertie is 6-inch in diameter and located Stephen Drive. This service was found open in June 2007. The length of time it had been open was unknown. It appears the existing pump went down and the intertie was turned on without notification to SSWD. The service provides domestic, irrigation and fire protection through on-site fire hydrants.

*Highlands High School* – This school is located on the south side of Don Julio Boulevard from Walerga Road to Guthrie Street. The 8-inch diameter intertie is located on Guthrie Street. The intertie is used only when the existing on-site pump is non-operational and requires service. It feeds both domestic and fire protection for the existing on-site fire hydrants. Currently the pump is operational and the intertie is off. The School has requested that SSWD meter this service in addition to the Futures High School service.

*Don Julio Jr. High* – This school is located at the corner of Walerga Road and Keema Avenue. The intertie is 4-inch in diameter located on Keema Avenue. A single pump feeds the Highlands High School, the school's irrigation system and on-site fire hydrants. The 4-inch intertie feeds only domestic water to the Junior High school building.

On April 11<sup>th</sup> staff provided the requested cost estimate for installing water meters and backflows including collection of connection fees for the water services. The cost was estimated at \$570,970.00.

On April 25<sup>th</sup> staff was informed by the Facilities Project Manager that a request to fund the entire project was submitted to the School District and that the purchase order number should be ready to perform the work sometime in May. Staff inquired about the possible alternatives. The Facilities Project Manager stated that the suggested alternatives were determined not to be feasible.



## **Agenda Item: 11**

**Date:** June 9, 2008

**Subject:** Miscellaneous District Issues – General Manager’s Report

**Staff Contact:** Robert Roscoe, General Manager

### **1. Dave Jones’ Promotion**

The District’s Assistant Engineer, Dave Jones, began working for the District on July 18, 2005. At the time he was hired, he had over 20 years of engineering experience in design and construction work for both public and private sector employers. Since working for the District, Dave has received above average performance ratings on all of his annual performance evaluations. He has also obtained a State of California Water Distribution Operator Grade D2 Certificate. Although he is not a registered Professional Engineer (P.E.), Dave has considerable technical and professional experience and has been performing Associate-level engineering work for the District.

To recognize Dave’s contributions to the District, and in light of his significant experience and performance, it was recently recommended that he be promoted to the Associate Engineer, non-registered position that is now available with the District. This recommendation was approved by the General Manager and is effective at the start of the closest pay period, which is June 2, 2008. Congratulations Dave.

### **2. Facility Consolidation and Needs Assessment**

At the May Board Meeting, a presentation on the Phase I Facility Consolidation Study report was made by Mr. Joe Domenichelli of Domenichelli & Associates (D&A). Following that presentation, the Phase I report was accepted by the Board of Directors. In addition, the Board authorized staff to enter into a contract with D&A for Tasks II-1, II-2 and II-4 of Phase II of the Facility Consolidation Study and to allow consideration of “lease to purchase” property.

By letter dated May 20, 2008, D&A revised their original proposal for Phase II of the Facility Consolidation Study to break this phase up into two separate phases. The Phase IIA tasks are those tasks related to defining the costs associated with consolidation. This will include both “hard” costs (land purchase, etc.) and “soft costs” (employee time savings, etc.). Per the Board’s direction, staff has prepared Contract Amendment No. 1 with D&A for the Phase IIA tasks. The estimated engineering services fee for these Phase IIA tasks is \$48,339. Note that D&A has included a fourth task in Phase IIA which is the preparation of a Technical Memo report summarizing their findings.

Contract Amendment No. 1 with D&A dated May 27, 2008, has now been fully executed and this serves as their Notice to Proceed with Phase IIA. D&A is estimating that they will complete Phase IIA by early-August. A presentation on their findings will be made to the Facilities and Operations Committee and to the full Board of Directors.

**3. Marconi Avenue Office Remodeling and Building Permit**

A purchase order with the District's general contractor, Spanda Industrial, has been processed to get them under contract for additional specialty design work in addition to coordination and project management. The specialty plumbing, HVAC, and electrical engineers working for Spanda have moved ahead with field verification and the preparation of detailed design drawings to be included in the permit set to be submitted to the County of Sacramento. In total, the completion of the electrical, mechanical and plumbing drawings and acquiring a building permit may take on the order of 2 to 3 months.

**4. Water Master Plan Update**

On May 22, 2008, a Pre-Proposal Meeting was held with District staff and representatives of the two short-listed consultants, Brown and Caldwell and West Yost Associates. At this meeting, the Request for Proposals (RFP) was reviewed in detail and any questions from the consultants were answered. Also at the Pre-Proposal Meeting, both consultants were invited to review previous engineering reports and master plan studies and to request copies of any reports. Following the meeting, copies of requested reports were provided to both consultants.

Proposals are due at the District office no later than 4:00 pm on June 10, 2008. Oral presentations by both firms have been scheduled for June 17, 2008, at the District's Administration Building. It is anticipated that the consultant selection process will be completed by June 25, 2008.

**5. Energy Management Study**

HDR Engineering is currently finishing up a draft report outlining the findings of the energy management study. A preliminary draft report is currently undergoing internal QA/QC review within HDR. Once the draft report is completed, it will be forwarded to the District for review. It is currently anticipated that the District will receive a draft report for review by mid-June.

**6. Enterprise/Northrop Reservoir Project**

As reported in last month's Board packet, during the 11-month warranty inspection conducted in November 2007, delamination problems were noted on the exterior of the roof and pin holes and visible rust were noted on the interior of the tank. The exterior shell of the tank did not have visible areas of delamination during the inspection. The interior warranty coating repair work was completed in December 2007. As it was winter with poor weather conditions, the tank subcontractor, Pacific Tank, requested a delay in completing the repairs on the exterior of the tank until the spring of 2008. An agreement was reached that the exterior coating repair would begin by May 1, 2008.

The warranty repair work on the exterior roof began on May 12, 2008. As the painting crew was water blasting (at 3,800 psi) the defective coating off of the roof of the tank and were nearing the knuckle on the north side of the tank, the over-blast from the spray began to knock off the urethane from the epoxy on a portion of the knuckle. This occurrence brought into question the integrity of the rest of the exterior knuckle and the entire tank shell, as they had been recoated at the same time with the work being completed in October 2006.

Bay Area Coating Consultants (a subconsultant to the District's engineer, Luhdorff & Scalmanini) performed destructive testing on May 16, 2007, to get a sense of the integrity of the coatings on remaining portion of the knuckle and the shell. Three valid "pull tests" were performed with one test failing and two passing but passing in the low range. Six "cross hatch" tests were performed with all six failing. Three "solvent wipe" tests were performed with all three failing. As a result, a meeting was held at the site on May 21, 2008, with representatives from the District, LSCE, Pacific Tank, BACC, and Devoe (paint manufacturer) to discuss the paint issues. Various options were discussed including an extended warranty on the tank coating system. It was decided to perform additional, non-destructive tests on the tank shell.

Mr. Ed Darrimon with BACC then performed MEK solvent wipe tests on the shell of the tank. During these subsequent tests, the urethane softened and therefore, was not chemically resistant as it should be. Therefore, we will be requiring the tank shell to be recoated at this time. This decision has been passed on to Pacific Tank in the form of a letter. After first indicating that the best time to recoat the shell of the tank might be in October, Pacific Tank has now decided to proceed with completing all of the warranty work on the tank at this time (including recoating the tank shell). Pacific Tank has now proceeded with removing the paint from the tank shell by blasting using a combination of water and sand.

**7. Beyerford Heights Main Replacement Project**

The project is about 2 days behind schedule due to a material supply issue. The interior main lines in the subdivision are installed, and Phase 1 of the project is operational. Over 70% of the homes in Phase 1 are now receiving water from the new mains. Phase 2 pipe lines are in the testing stage. The Phase 3 mains, which includes 12" mains in Marconi Avenue, Eastern Avenue and El Camino Avenue, are currently being installed.

**8. New District Parcel Data Set in GIS**

A request came from the Production Department for a solution to their District Property Management work order tracking. One of the duties in the Production Department is to maintain District properties, whether or not there is a well or other District asset on the property. To maintain the flow of work inside the new work order system, the Production Department needed a feature data set inside the GIS to link the property management work orders to. After much discussion by the IT Committee, it was determined that there should be a polygonal feature data set representing every piece of property that the District presently owns.



Using a comprehensive spreadsheet produced by retired employee Dick Altschuh, Ken Gebert flagged all the properties owned by the District in the latest parcel data set from Sacramento County. Once all the District properties were accounted for, all others parcels were deleted from the data set. The new District parcel data set was imported into the GeoDatabase and is ready to be used in conjunction with the work order system to track property management work orders.

**9. 2008 Water Meter Retrofit Project**

During the month of May, 111 services were retrofitted with meters on the 2008 Meter Retrofit Project. There was no request for voluntary metering from customers in May. Of the 111 services on the Meter Retrofit Project five existing water services were also replaced. As of June 1, 2008 36% of the contract for the meter retrofit project has been completed (287 services retrofitted). A total of 19 services have been metered through voluntary metering. Total cost expended as of June 1, 2008 is \$290,055.00 or 21% of the total budget. Currently the contract is on schedule.

During the month of May existing water services on two streets were found constructed of galvanized and plastic materials. The plastic services were found on the short side services and the long side services were galvanized with bullhead tees. These services were replaced with materials per specifications prior to retrofit. On one street new services were installed to an existing front yard water main to replaced the existing backyard service. New in-tract water lines were also installed to connect the new water services to the house.

**10. Real Property Transfers – Capehart Well Sites**

Capehart Well 1C – The Air Force has processed the covenant release through the County Recorder. The County has also prepared a draft quitclaim deed to transfer the well site to the District. A copy of the draft quitclaim deed has been provided to the County and District legal counsel for review and comment. Once approved by all parties the quitclaim deed will be executed and returned to the District for execution.

Capehart Well 2C – McClellan Park has requested the County assist in preparing the quitclaim deed for transferring the well site to the District. The County will begin preparation once the well site 1C is approved and executed.

Capehart Well 3C – Staff did not receive a response on May 27<sup>th</sup> from Carmel Partners on the property transfer. Staff has left a message for Nolan Zail, one of the partners.

**11. AB 303 Grant**

The District in May received payment including retention from the Department of water Resources (DWR) for the District's AB303 Grant. The scope of work under the grant included the design and construction of a multi-zoned nested monitoring well at the future Butano/Cottage Well site, installation of transducers and monitoring of 7 existing monitoring well and the installation of survey monuments at the District well sites

including developing elevations for each well site to be used in a subsidence survey of the wells.

**12. Bureau Payment Reconciliation**

On May 19, 2008 Staff received the reconciliation account summary from the Bureau. The Bureau's reconciliation looked at the following years, 2004-2005, 2005-2006, 2006-2007 and 2007-2008. After review of the summary Staff determine the summary was correct. Per the summary the District underpaid the Bureau in the 2004-2005 year and has overpaid the other three years. The overpaid amount that is due to the District is approximately \$207,077.46 over the four-year period.

On May 23, 2008 Staff responded to the Bureau that the reconciliation account summary was correct. Staff requested the Bureau apply \$87,615.00 of the overpayment towards another 4,500 acre-feet of raw surface water from Placer County Water Agency (PCWA) through Folsom for 2008. Staff also requested the balance of the overpayment \$119,462.46 be refunded to the District.

As of May 30<sup>th</sup> Staff has not received the refund.

**13. Futures High School, Highlands High School and Don Julio Jr. High School**

On May 12<sup>th</sup> Staff received the purchase order agreements from Grant Joint Union High School to retrofit and install the meters and backflows devices to the three existing emergency water services at the Futures, Highlands and Don Julio Jr. High School. There were three separate purchase order agreements, one for each site. The purchase orders included payment for facilities development charges, fire assembly meters, backflows and installation. The purchase orders were provided to District legal counsel for review prior to the District execution. After review and discussion with the Grant School District it was determine that purchase order agreements will not be used. Instead Grant will provide purchase order numbers for each site. Grant will treat the installation of the meters as a fee and not services. Staff will initially bill Grant for the connection fees for the three services. The connection fees are \$457,270.00. Materials and labor is approximately \$113,700.00.

Staff on May 27<sup>th</sup> met with the Grant Facilities Project Manager and the District's contractors, Performance Piping and Rawles Engineering, to review the work to be performed, meet the Grant representations, provide contact phone numbers and schedule the work to be completed during the school break from June 6<sup>th</sup> to June 13<sup>th</sup>. Each contractor was provided a drawing of the new meter, backflow and connection detail for each site. Both will begin work on Monday, June 9<sup>th</sup> with completion by June 13<sup>th</sup>. Grant will notify the school that water will off or provide a secondary source to each site as necessary during times when water is off.

On May 27<sup>th</sup> Staff received the purchase order numbers for each meter retrofit location. Staff billed Grant for the facilities development charge portion of the project on May 28<sup>th</sup>. The connection fee portion of the project is \$457,270.